



## **CITY OF PARMA ENERGY EFFICIENCY REBATE PROGRAM**

### **INSTRUCTIONS**

#### **HOW TO APPLY**

1. **Read the terms and conditions** included in this packet.
2. **Purchase and install** a qualifying product between September 1, 2010 and the time funds are depleted. Qualifying products must be installed prior to submitting for a rebate.
3. **Complete** the rebate form and **read and sign** the application form. Mail or return the completed forms along with proof of purchase (see proof of purchase requirements on this page) along with required product documentation as specified in this packet to:

**City of Parma  
Energy Efficiency Rebate Program  
5592 Broadview Road, Suite #101  
Parma, OH 44134**

**Incomplete applications will be returned. Incomplete applications for rebate do not take priority over completed and received applications. This is a first come, first served rebate program.**

4. **Keep a copy** of your completed application package (including receipts) for your records.
5. **A rebate check is generally mailed** within 4-6 weeks.
6. You must be a Parma resident, an owner of a Parma single-family home that is your primary residence, or the owner of a commercial or industrial structure located within the City of Parma. Property Taxes must be current on all structures utilizing rebates for home or building improvements.

#### **PROOF OF PURCHASE REQUIREMENTS**

Read the specification sheet included in this application to make sure you meet all requirements.

All products must be installed prior to submitting your completed and signed application form, rebate form and proof of purchase. The proof of purchase and other documentation required to process your rebate application may differ depending on who completes the installation – you or your contractor. **Please note that altered receipts will not be accepted.**

#### **YOU MUST SUBMIT A RECEIPT, A HOME IMPROVEMENT CONTRACT, OR INVOICE AS PROOF OF PURCHASE**

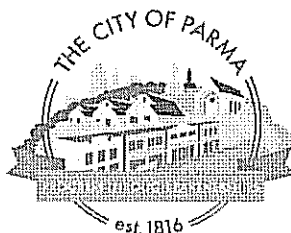
**\*Retail product receipt/Invoice as your proof of purchase must include:**

1. Retailer/Contractor name, address and phone number.
2. Itemized listing of each product including all information needed to meet the rebate criteria. You may have to ask your retailer for additional product information to include, depending on the product, such as **product model number, Energy Star Qualification, SKU/UPC number**, etc. (please see specification sheet for details).

**\*The Home Improvement Contract (HIC) as your proof of purchase must include:**

1. Both your signature and your licensed contractor's signature, and the date signed.
2. The product purchase and install dates determine rebate eligibility. These dates must be after September 1, 2010.
3. The Contractor's name, address and phone number.
4. An itemized listing of **each product** including all information to meet the rebate criteria such as: **model number, Energy Star qualification, SKU/UPC number**, etc. (please see specification sheet within this application packet for details).
5. Price per product and payment terms, or "paid in full" notation, and date paid must be included.
6. An Invoice or contract completion form.
7. A copy or original of your Green Tag Approval sticker granted by the Parma Building Department upon proper completion of permitted work.

The City of Parma requires that ALL Contractors performing work within the City of Parma be registered with the City of Parma Building Department. **Work performed by unlicensed Contractors or without necessary Permits will void your opportunity for a rebate on that work. You can check the Registration status of your Contractor by contacting the Building Department at (440) 885-8030. For window, door and hot water tank installation, a Building Permit must be acquired and posted clearly on the front of your home prior to work commencing. We recommend that ONLY the Contractor pull the required Permit(s).**



## SPECIFICATION SHEET

### A. ATTIC INSULATION

Attic and wall insulation is eligible for rebate only if pre-retrofit insulation is R-11 or less. Attic insulation is feasible only when the attic crawl space is adequate. At the highest peak, clearance between the bottom of the roof rafters and the top of the ceiling joists must be at least 24". If sufficient space is not available for R-30, the final retrofit must be at least R-19. Garages and other non-living areas do not qualify. If purchasing insulation, remember that your rebate is based on the amount of insulation actually installed. **Ensure your invoice or receipt clearly shows the final R rating, the square footage, and purchase and install dates.**

### B. WALL INSULATION

Wall insulation is eligible for rebate as long as existing walls are un-insulated and are between conditioned living area and unconditioned area. Garages and other non-living areas do not qualify. The installed insulation must achieve a minimum of R-13. **Ensure your invoice or receipt clearly shows the final R rating, the square footage, and purchase and install dates.**

### C. HIGH EFFICIENCY WATER HEATERS (\$150 Rebates)

To qualify for rebate, high efficiency water heaters, including tankless gas or propane, must have an Energy Factor (EF) equal to or greater than .82 or have a thermal efficiency of 90%. **Ensure your invoice, receipt or product information clearly shows the EF or thermal efficiency of the unit.**

### D. ENERGY EFFICIENT WATER HEATERS

To qualify for rebate, energy efficient water heaters must be Energy Star qualifying but have an Energy Factor (EF) less than .82 or have a thermal efficiency less than 90%. **Ensure your invoice, receipt or product information clearly shows the final EF or thermal efficiency of the unit.**

### E. PROGRAMMABLE THERMOSTATS

To qualify for rebate, the programmable thermostat installed must have a programmable feature. **Ensure your receipt or product information clearly shows the programmable capability of the unit.**

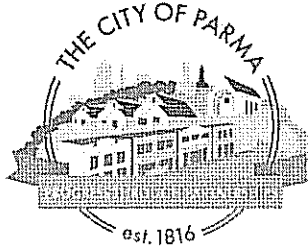
### F. ENERGY STAR QUALIFIED APPLIANCES

Eligible models of dish washers, clothes washers, refrigerators and freezers are available at [www.energystar.gov](http://www.energystar.gov), click on appliances and select your appliance of choice. **Ensure your invoice, receipt or product information clearly indicates make, model, serial number and Energy Star qualification on submittal for all appliance(s). Applicant must also submit Proof of Recycling or "haul away" of the appliance being replaced.**

### G. WINDOWS & DOORS

To qualify for rebate, all doors and windows installed must have a Solar Heat Gain Coefficient (SHGC) less than or equal to .30 and a U-Factor less than or equal to .30. Eligible door rebates only apply to exterior hinged and fire related internal hinged garage doors. **Ensure your receipt, invoice or product information clearly indicates the SHGC and U-Factor.**

The ENERGY STAR label is your assurance of energy efficiency performance that exceed federal standards and when used properly, they cost less to operate and create less pollution. You're also cutting your monthly energy use.



## CUSTOMER APPLICATION FORM

*The person named for the address where qualifying items were installed and/or purchased must complete and sign this Customer Application Form. Mail signed application along with completed product form(s), and proof of purchase and Energy Star Qualification to:*

***City of Parma, Energy Efficiency Program, 5592 Broadview Road, Suite #101, Parma, OH 44134***

**Customer Information** \*Name and address of person receiving rebate check.

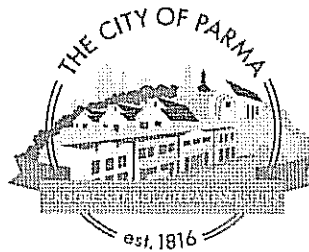
Name: \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
House Number Street Zip Code

Phone: \_\_\_\_\_  
Home Cell

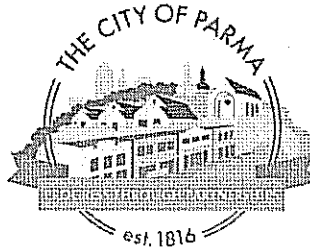
*I have read and understand the terms and conditions of the Parma Energy Efficiency Program, which are incorporated herein by this reference. I certify that the information I have provided is true and correct and the product(s) and/or equipment(s) for which I am requesting a rebate meet(s) the requirements listed.*

Applicant Signature Printed Name Date



## City of Parma – Energy Efficiency Rebate Program REBATE FORM

PRODUCT	QUANTITY INSTALLED (A)	INSTALLED BY	REBATE/UNIT (B)	REBATE TOTAL = (A X B)
<b>APPLIANCES</b>				
CLOTHES WASHER	_____ Units	( ) Customer ( ) Contractor	\$150/unit Install Date _____	\$ _____
DISH WASHER	_____ Units	( ) Customer ( ) Contractor	\$150/unit Install Date _____	\$ _____
REFRIGERATOR	_____ Units	( ) Customer ( ) Contractor	\$150/unit Install Date _____	\$ _____
FREEZER	_____ Units	( ) Customer ( ) Contractor	\$50/unit Install Date _____	\$ _____
THERMOSTAT (PROGRAMMABLE)	_____ Units	( ) Customer ( ) Contractor	\$10/unit Install Date _____	\$ _____
<b>HOME IMPROVEMENTS</b>				
WATER HEATER (HIGH EFFICIENCY GAS STORAGE) Energy Factor $\geq .82$ or thermal efficiency of at least 90%	_____ Units Gal. _____	( ) Customer ( ) Contractor	\$150/unit Install Date _____	\$ _____
WATER HEATER (ENERGY EFFICIENT STORAGE) Energy Factor $< .82$ or thermal efficiency less than 90%	_____ Units Gal. _____	( ) Customer ( ) Contractor	\$75/unit Install Date _____	\$ _____
WATER HEATER (HEAT PUMP or TANKLESS GAS OR PROPANE) Energy Factor $\geq .82$ or thermal efficiency of at least 90%	_____ Units Gal. _____	( ) Customer ( ) Contractor	\$150/unit Install Date _____	\$ _____
DOORS – SHGC $\leq .30$ , U Factor $\leq .30$	_____ Units	( ) Customer ( ) Contractor	\$50/unit, Max. \$250 Install Date _____	\$ _____
WINDOWS – SHGC $\leq .30$ , U Factor $\leq .30$	_____ Units	( ) Customer ( ) Contractor	\$25/unit, Max. \$500 Install Date _____	\$ _____
INSULATION (WALL OR ATTIC) *Excludes hot water tank blankets	_____ Sq. Ft.	( ) Customer ( ) Contractor	10% Material Costs plus Contractor Labor	\$ _____
INSULATION (WHOLE HOUSE BLOWN IN)	_____ Sq. Ft.	( ) Customer ( ) Contractor	\$500 Maximum Material plus Contractor Labor	\$ _____
<b>An on-site verification of the product(s) purchased and installed may be required before the rebate is paid.</b>			<b>REBATE TOTAL</b> *\$750 Limit/Address	\$ _____



**CITY OF PARMA  
ENERGY EFFICIENCY REBATE PROGRAM**

**CHECKLIST**

Before you mail us your application for rebate, make sure you have done the following:

- ( ) Completed and signed your application form.
- ( ) Completed the rebate form for products eligible for rebate.
- ( ) Verified all proof of purchase information is listed on invoice, receipt or contract.
- ( ) Verified that all required supporting documentation from the specification sheet is included with your application.
- ( ) Made copies of all documentation for your own records.

Incomplete applications will not be processed. All applications will be handled on a first come, first served basis until program funds are spent.

Mail your application package to:

City of Parma  
Energy Efficiency Rebate Program  
5592 Broadview Road, Suite #101  
Parma, OH 44134

Please allow 4-6 weeks for processing. For any questions, call us at **(216) 661-7372**.